



**City of Colfax  
RFP for Audit Services – Addendum 1  
May 12, 2020**

*Due to the current shelter-in-place orders due to COVID-19, the City will accept electronic copies of both technical and costs proposals. Please submit to [city.clerk@colfax-ca.gov](mailto:city.clerk@colfax-ca.gov).*

**Frequently Asked Questions**

- 1. Why is the City changing auditors?**  
The City has established practice of issuing RFP for Audit Services every three years.
- 2. Will your prior auditor be invited to bid?**  
Yes, the previous audit firm has been invited to submit a bid.
- 3. How long has your prior auditor been performing the audit?**  
Thirteen years.
- 4. How many auditors were onsite to conduct the audit?**  
Varies – 4-6.
- 5. How long were the auditors on site?**  
Generally, two full days of on-site fieldwork.
- 6. For both interim and year end, how many staff did the audit team consist of in the past and how much time did the auditor spend in the field?**  
Varies – See questions 4 and 5 above.
- 7. Are there any changes in services requested in this year's proposal as compared to the prior year?  
If yes, what are the changes?**  
There are no changes in requested Audit Services from the previous year – with the exception that a Single audit will be required for current fiscal year.
- 8. Has there been any turnover in management during the past year?**  
There has been no change in Management.
- 9. Has there been any turnover in accounting staff during the past year?**  
There has been no change in Accounting staff.
- 10. Has there been any retirement or replacement of key employees?**  
No.
- 11. Have there been any changes in your accounting system and/or software in the past year?**  
There has been no change in IT systems.

**12. What accounting software do you use?**

The City utilizes Fund Balance Software from Tyler Technologies for City Accounting.

**13. How many staff members are involved in the financials and who prepares them?**

Two – Finance Director and Accounting Technician.

**14. How many audit adjusting journal entries did you have in the prior fiscal year?**

None.

**15. Were there any significant transactions (bond issuance, leases) during the audit year?**

No.

**16. Were there any significant changes to operations and/or funding sources?**

No.

**17. Were there any significant construction and/or capital projects?**

Yes. The City completed a major road construction (Roundabout) project this fiscal year.

**18. Any management letter comments outstanding from the prior year? If yes, can a copy be provided?**

No.

**19. Were there any control deficiencies and/or non-compliance in the past year?**

No.

**20. Was there any known and/or suspected fraud in the past year?**

No.

**21. Are the FY 2019 financial statements available for review?**

A copy of the full audit report for fiscal year 2019 is attached. Please be advised, additional years reports and budget information can be found on the City website at [www.colfax-ca.gov](http://www.colfax-ca.gov).

**22. When will a closed trial balance be available for the audit with all closing entries recorded?**

Financial records are expected to be available no later than the first week in October 2020.

**23. Are there any audits or inspections by regulatory agencies?**

No

**24. Are financial records available electronically?**

Trial balance and General Ledger detail can be downloaded into Excel files.

Prepared by Client (PBC) files can be provided electronically before the start of the audit fieldwork.

**25. Do you have the ability to facilitate the audit the audit to be conducted remotely?**

The City would prefer some on-site fieldwork

**26. Is the City planning to issue any new debt?**

No

**27. Are you expecting a single audit in the upcoming years? If so, how many major programs?**

We do anticipate a single audit for the current year (fiscal 2020).

**28. How much were the total federal expenditures last year?**

Approximately \$1,000,000

**29. What were the prior year audit fees and can you provide the break down by components?**

Fiscal year 2019 Audit Services \$18,460

Annual SCO Report \$2,690

**30. Is there anything specific you are looking for with the successor auditors?**

Timeliness, responsiveness, and professional guidance.

**31. What are things you liked and didn't like about the audit process followed by the previous auditor?**

Services have always been more than satisfactory

**32. With the current orders surrounding COVID-19, will you accept an electronic version of the technical and cost proposals in place of the required hard copies?**

Yes

**33. If you will accept electronic proposals, please confirm the type of document you will accept (PDF, Word) and the email address to where the proposal should be sent.**

PDF preferred. Email: [city.clerk@colfax-ca.gov](mailto:city.clerk@colfax-ca.gov).